



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

March 28, 2012

To: NCDOT Contractors and Consultants

Subject: Online Prequalification System

Thank you for using the Department's Online Prequalification System. The online system will allow any firm wishing to perform work as a prime contractor, subcontractor, or private consulting firm on Department projects to apply, renew, requalify, or change information. You can find the online Prequalification system at the following website:

<https://apps03.dot.state.nc.us/Vendor/Prequal/>

Step 1: Register with NCID (North Carolina Identity) for Security

From the above web site, click on "new user" and complete the registration for your NCID. Once you have submitted the registration information you will get an e-mail from the NCID System that you must activate in three (3) days or you will need to start over.

Step 2: Access to Online Prequalification System

Now that you have your NCID, information will need to be sent to the NCDOT Prequalification office to obtain authorization to access the prequalification system. Please submit the following information on your company's letterhead:

- NCID User ID
- Your Name (that was registered with NCID)
- Contact Phone Number
- Contact Email
- Company Name
- Federal Tax ID for the company applying
- Name, Title, and Signature of an officer of the firm

You can send this information into NCDOT in any of the following ways:

E-mail to:

PrequalNCID@ncdot.gov (this is the preferred method so we don't misplace a fax)

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
CONTRACTUAL SERVICES SECTION
1509 MAIL SERVICE CENTER
RALEIGH NC 27699-1509

TELEPHONE: 919-707-4800
FAX: 919-733-3584

WEBSITE: WWW.DOT.STATE.NC.US

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH NC

Fax to:
919-733-3584 Attn: NCID

Mail to:
NCDOT – Contractual Services Unit
1509 Mail Service Center
Raleigh, NC 27699-1509

Overnight and Physical Address:
NCDOT – Contractual Services Unit
1 S. Wilmington Street
Raleigh, NC 27601

Step 3: Online Prequalification System

Once all the information above has been received and processed you will get an e-mail from NCDOT on logging in to the online system.

If you have any questions on setting up for the online system, please contact Ms. Lisa Horton at 919-707-4807.